



**United States District Court
District of South Dakota
Probation and Pretrial Services Office**

VACANCY ANNOUNCEMENT 16-29

POSITION TITLE:	Probation Systems Quality Assistant
POSITION TYPE:	Regular, Full-time (40 hours per week)
LOCATION:	South Dakota
SALARY RANGE:	CL 24 – CL 26
STARTING SALARY	\$38,425-\$70,103
OPENING DATE:	October 12, 2016
CLOSING DATE:	Close of business November 2, 2016

This position is located in U.S. Probation and Pretrial Services. The incumbent will ensure the integrity and efficiency of the office's automated caseload tracking system, train staff on the efficient use of data, and serving as a backup on analysis and report generation on service delivery.

DUTIES AND RESPONSIBILITIES

- Extract data from database as requested by management and as required by the Chief Probation Officer.
- Provide data analysis and report generation on service delivery, i.e., service/work unit measurements and outcome/impact measurements.
- As revised versions of the database are released and implemented, assess the operational impact of enhancements and changes, and provides training to staff in how to utilize new versions and alerts staff to changes.
- Implement quality control audit procedures at the direction of the Probation Systems Administrator.
- Collects and verifies for accuracy the statistical data entered into caseload tracking system within prescribed time frames.
- Advises managers where inaccuracies are found and make recommendations, including developing or revising procedures for data entry.
- Analyzes and evaluates the procedures and work of persons responsible for entering information in the databases. Corrects errors identified in the databases. Works directly with users to explain the causes of errors found and actions necessary to prevent recurrence.
- Works directly with automation systems personnel to correct/address system errors, as necessary.
- Maintain operating procedures, protocols, data security, backup plans, and user permissions.
- Maintains knowledge of Decision Support System (DSS). Develop and modify statistical DSS reports as requested by management and staff.
- Provide database support to staff via web page, answering questions and resolving issues completely and accurately. Based on questions, identify training needs and create and maintain training documentation and procedures for staff. Develop FAQs and other training material for posting on internal website.
- Mentor and train in the database and other related systems.
- Performs other duties as assigned.
- Adheres to all office policies and the *Code of Conduct for Judicial Employees*.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent required.
- One year of specialized experience at a CL 24 and/or equivalent work history such as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.
- Ability to exercise sound judgement and to act with discretion and diplomacy.
- Strong organizational skills and experience in handling multiple workload demands.
- Accuracy and attend to detail.

APPLICATION PROCEDURES

Please email a letter of interest and resume to becky_orth@sdd.uscourts.gov by the close of business November 2, 2016

**U. S. PROBATION AND PRETRIAL SERVICES, DISTRICT COURT OF SOUTH DAKOTA, IS
AN EQUAL OPPORTUNITY EMPLOYER**

APPLICATION PROCESS

Qualified applicants should submit the following:

- 1) A completed Federal Judicial Branch Employment Application Form AO 78 (available at <http://www.uscourts.gov> under Library>Forms)
- 2) A detailed resume

Please send application materials to:

Becky Orth re: Vacancy 16-29
314 S. Main Avenue, Suite 100
Sioux Falls, SD 57104

or via email: becky_orth@sdd.uscourts.gov

If you have questions about the application procedures, please call Becky Orth at 605.977.8953.

The Probation and Pretrial Services Office reserves the right to amend or withdraw any announcement without prior written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer or Clerk may elect to select a candidate from the original qualified applicant pool.

**U.S. PROBATION AND PRETRIAL SERVICES, DISTRICT OF SOUTH DAKOTA, IS
AN EQUAL OPPORTUNITY EMPLOYER.**

<http://www.sdp.uscourts.gov/>